

## NAME CHANGE – INSTRUCTIONS (No Fee)

If a licensee wants to change the name from how they operate, and it does not affect their mode of operation or ownership, they may apply for a name change revision to their license. A revised license must be approved prior to contracting in the new name or it would be considered unlicensed contracting. Currently, there is not a fee for a name change. Additional information may be reviewed from the web at:

<http://www.tn.gov/commerce/boards/contractors/index.shtml>

NOTE: Do **NOT** complete the “Name Change” form for the following:

- If there has been a change in the Mode of Operation (*must apply for a Transfer*)
- A change of ownership or reorganization (*must file a new license application*)
- To dissolve a current licensed business entity and start a new business (*must file new license application*)

### **CHECK LIST/ATTACHMENTS**

1. Please complete the application for name change, with “Contractor’s Affidavit” [pages 2 - 3]; must be signed and notarized by all owners, officers and qualifying agent. If there is an existing owner or officer leaving the company, they must sign the relinquishment form [page 4].
2. If the current mode of operation is a corporation or LLC, attach a copy of an amended “Certificate of Authority” or “Articles of Organization” showing it is the same entity as licensed. (*Amendments may be obtained from the Tennessee Secretary of State’s office at (615) 741-2286 or [http://tn.gov/sos/bus\\_svc/corporations.htm](http://tn.gov/sos/bus_svc/corporations.htm)*)
3. Please disclose whether you have complaints, convictions or unpaid judgments and attach an explanation.
4. Attach proof of insurance in the new name to be licensed

**Deadline Date:** Send the request for “Name Change” to the Board office by the deadline date (last day of the month, prior to a Board meeting). For example, to apply for a revision at the November Board meeting, must submit by October 31<sup>st</sup>. The Board meets during the months of January, March, May, July, September and November. The Board may request an interview if there are complaints or unpaid judgments.

- Mailing address: 500 James Robertson Pkwy., Nashville, TN 37243;
- Physical address: 710 James Robertson Pkwy, Andrew Johnson Tower, 3<sup>rd</sup> floor

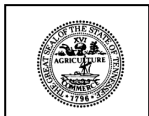
Do not contract in the new name until you receive a revised license in the mail. You may check the status from the website at: <http://verify.tn.gov/>

**Renewal:** If changing name during renewal time, mail separately, as these are processed by different sections. You may receive two (2) license certificates; one for the revision and the other for the renewal. It is up to the licensee to confirm information on any certificate received in the mail.

### **IMPORTANT – DO NOT COMPLETE NAME CHANGE FOR THE FOLLOWING!**

- A change in majority ownership, partnership, merger, reorganization due to bankruptcy, or purchase by nonstockholders, or to license a separately owned or new entity, must apply for a new license (*in lieu of name change*). Complete “Contractor’s New License Application” form
- For a change in the mode of operation, must apply for a transfer revision (in lieu of a name change by completing the “Change/Transfer Mode of Operation” application form.
- To report a change in Qualifying Agent, complete a separate revision form.

All forms are available from the “Forms and Download” at: <http://www.tn.gov/commerce/boards/contractors/index.shtml>



**Deadline Date:** The application is due the last day of the month, prior to the Board meeting, to ensure it is processed timely. See "Public Meeting Calendar" on the website for schedule.

**TENNESSEE BOARD FOR LICENSING CONTRACTOR**

Mailing Address: 500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243-1150

(615) 741-8307 or (800) 544-7693 or Fax (615) 532-2868

Website: <http://www.tn/commerce/boards/contractors/> Email: [Contractor.Home-Improvement@tn.gov](mailto:Contractor.Home-Improvement@tn.gov)

**NAME CHANGE APPLICATION (No Fee)**

License ID#: 000 \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
License Class: \_\_\_\_\_  
Monetary Limit: \_\_\_\_\_  
Renewal Pending: ☐ No ☐ Yes

**Current Name on License:** \_\_\_\_\_

**Current Mode of Operation:** \_\_\_\_\_ *Sole Proprietor* \_\_\_\_\_ *\*Corporation* \_\_\_\_\_ *Partnership* \_\_\_\_\_ *\*LLC*

Address: \_\_\_\_\_  
(Address Change: ☐ **Yes** - Address above indicates new address; ☐ **No** - No Change)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

**Owners/Officers and Titles** (as listed on license prior to change - (may submit attachments)

	(Ownership %)		(Ownership %)
1. _____	- _____ %	2. _____	- _____ %
3. _____	- _____ %	4. _____	- _____ %

Qualifying Agent(s): \_\_\_\_\_

Complaint history; convictions; or unpaid judgments: ☐ **No** ☐ **\*Yes** – Attach Explanation

**NEW COMPANY NAME INFORMATION**

(Complete all four (4) sections)

1. New Company Name: \_\_\_\_\_

(\*Note: Mode of Operation- Must be the same as currently licensed as indicated above)

2. \*Corporations and LLC - Amended certificate from Secretary of State attached? ☐ **Yes** ☐ **\*No** (Cannot change name)

3. Change in officers or titles? ☐ **No** ☐ **Yes** – List below. Ownership Change? ☐ **No** ☐ **\*Yes** – Attach explanation

\*If "Yes" – a majority change of ownership would require a new license application

1. _____	- _____ %	2. _____	- _____ %
3. _____	- _____ %	4. _____	- _____ %

4. Has Qualifying Agent Changed ☐ **No** ☐ **\*Yes** - Name: \_\_\_\_\_ SS# \_\_\_\_\_

\*Note: If QA has changed, must submit test scores and QA Change Form

\*Note: New ownership or reorganization requires a new license application to be filed and name change cannot be processed!

(For Office Use)

<input type="checkbox"/> Approved <input type="checkbox"/> Denied - Place on Board Agenda  <input type="checkbox"/> Approved – Upon Receipt of: _____  Board Member: _____ Date: _____	Staff <input type="checkbox"/> Letter for additional information _____  <input type="checkbox"/> Complaints: _____  <input type="checkbox"/> License Issued _____
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**CONTRACTOR'S AFFIDAVIT – NAME CHANGE REQUEST**

*(To be signed by owners, officers and Qualifying Agent)*

1. \_\_\_\_\_  
(List New Name as to be Licensed)

**Mode of Operation:**         Sole Proprietor         Corporation         Partnership         LLC

2. To the best of my knowledge, information, and belief, a petition in bankruptcy {      } **\*HAS {      } HAS NOT** been filed within seven (7) years preceding the filing of this application from any person who is an officer, owner, or partner of this entity. If such petition has been filed, please supply an explanation. Further, the majority ownership remains the same, as well as the mode of operation as licensed. The only change is the name of the licensed entity.

3. As "Contractor" (owner/proprietor or partner, officer, director, qualifying agent or major stockholder) with this entity, do hereby affirm, I/we {      } **\*HAVE {      } HAVE NOT** been convicted of a felony, participated or any conduct which constitutes improper, fraudulent, or dishonest dealings, or involvement with any company who is in violation of T.C.A. 62-6-118. *(If you checked "HAVE", please attach an explanation, court document, probation release, etc. Please note, subject to background check and the Board may deny license based on any felony conviction.)*

4. As "Contractor", I/we {      } **\*HAVE {      } HAVE NOT** bid, offered to engage or performed any construction, in the State of Tennessee, where the amount of the contract would require a license to engage in contracting, **in the new name to be licensed**. If so, please attach an explanation.

*I/we affirm in applying to the Tennessee Board for Licensing Contractors for a license name change to engage in contracting with the State of Tennessee, hereby depose and say as follows:*

Information provided in this application is true and correct, submitted to the Board for Licensing Contractors for the express purpose to change the license name of contractor's license, in the State of Tennessee. Further, there has been no change in ownership, merger, reorganization pursuant bankruptcy, which requires a new license for the new entity. In addition, this change in license name does not relieve contractor of any liabilities contracted in prior name.

**\*If you checked "HAVE" or "HAS", please attach explanation-**

***The individual, owners, qualifying agent(s), partners, major officers, controlling stockholders, or Chief Executive Officer duly authorized by the Board of Directors, with this entity, must execute this affidavit)***

_____ (Print Name)	_____ (Title)	_____ (Signature)
_____ (Print Name)	_____ (Title)	_____ (Signature)
_____ (Print Name)	_____ (Title)	_____ (Signature)
_____ (Print Name)	_____ (Title)	_____ (Signature)

**Affirmed, witnessed and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.**

\_\_\_\_\_  
**(NOTARY PUBLIC)**

**My Commission Expires:** \_\_\_\_\_

(SEAL)



***Tennessee Board for Licensing Contractors***

*500 James Robertson Pkwy.*

*Nashville, TN 37243-1150*

*Telephone: (615) 741-8307 / Fax: (615) 532-2868*

<http://www.tn.gov/commerce/boards/contractors/>

**LETTER OF RELINQUISHMENT**

*(To be used by the individual leaving the licensed entity)*

Date: \_\_\_\_\_

LICENSE ID # \_\_\_\_\_

I, \_\_\_\_\_, formerly of \_\_\_\_\_,  
***(Print Name of Person Leaving)*** ***(Name of Licensed Entity)***

hereby relinquish all rights to said license, effective date as of \_\_\_\_\_. Further, I understand by relinquishing these rights, I would need to reapply for a contractor's license before conducting business as a licensed contractor.

\_\_\_\_\_  
***(Signature)***      \_\_\_\_\_  
***(Title)***      \_\_\_\_\_  
***Prior Ownership*** \_\_\_\_\_%

Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
***(Notary Public)***      My Commission Expires: \_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

\*Letter of Relinquishment is only needed if a former owner or officer is leaving the licensed company. In the case of a partnership dissolving or new ownership, the licensed entity must apply for a new license. The contractor's license cannot be transferred to new owners (TCA § 62-6-111).